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**Health and Human Services**

**REQUEST FOR PROPOSAL**

**OWNER: MILLE LACS BAND OF OJIBWE DATE ISSUED: October 30, 2019**

**43408 OODENA DRIVE**

**ONAMIA, MN 56359 BID DATE: November 13, 2019**

**PROJECT: Health and Human Services Facility – Optometry Equipment & Supplies**

**TO: Optometry Equipment Suppliers**

The Mille Lacs Band of Ojibwe, Health and Human Services will be accepting sealed lump sum bids for supply, delivery and installation/set-up of Optometry equipment for the New HHS Facility located at 18562 Minobimaadizi Loop; Onamia, MN 56359. Bids will be due November 13, 2019 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday November 14 2019 at 8:30 AM. A PO will be issued to lowest, qualified bidder.

**All products are anticipated to be needed for delivery and installation in November 2019.**

**A mandatory pre-bid site visit will be held November 4th, 2019 at 1:00pm.** Address is 18562 Minobimaadizi Loop; Onamia, MN 56359 **Directions to project site: From Jct. Hwy 169 & Mille Lacs County 25: Take Hwy 25 South approx. 1 Miles to the Site on the West side of the ML25.**

**HEALTH AND HUMAN SERVICES WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.**

Contacts:

**Interested bidders shall contact Hannah Schiemann, Quality and Safety Officer at** [**Hannah.Schiemann@hhs.millelacsband-nsn.gov**](mailto:Hannah.Schiemann@hhs.millelacsband-nsn.gov) **to be included on the bidder’s list in the event that any addendums are issued for this project.**

Mobilization:

1. The Bidder shall be capable of delivering all Optometry Equipment to the project site in November/December 2019. Final delivery date will be coordinated between the Owner and the Supplier.
2. Bidder will be responsible for delivery to the site and into the building. Owner will take possession of all equipment once all items have been safely delivered into the building.

Work Scope:

Provide, deliver and install/set-up all of the items listed into the newly constructed District I HHS Facility located at 18562 Minobimaadizi Loop; Onamia, MN 56359

1. Please bid per the Model, Model No. if listed and Description specified in the table there will not be optional choices unless unable to obtain from Manufacturer
2. Supplier/Installer is responsible for installing all devices, training and education of equipment and parts
3. Supplier/Installer will repair any damage to the property or structure created by the scope of work.
4. Supplier/Installer shall be responsible for all debris removal related to all work performed under this work scope.
5. Supplier will include any CAD layout or setup charges in their lump sum bid.
6. Include all freight and packaging disposal in lump sum price.
   * + 1. All venders must measure all spaces to ensure fit’ of Optometry Equipment be placed properly and allow for install/setup/ of all items listed per with Room Numbers or as directed by the Project Manager
       2. All venders will assemble all items to manufacturer specifications.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location** | **Color** | **Model** | **Model Number** | **Manufacturer** | **Room Number** | **Quantity** | **Unit cost** | **Total** |
| HHS-Optometry Equipment |  |  |  |  |  |  |  |  |
|  | Warm Grey | Encore Chair with Manual Recline | 1281 | Marco | 2407, 2408 | 2 | 0 | 0 |
|  | Warm Grey | Deluxe Stand | 1207 | Marco | 2407, 2408 | 2 | 0 | 0 |
|  |  | M2 Ultra Slit Lamp, Requires 1684 Tonometer Mount | M2 | Marco | 2407, 2408 | 2 | 0 | 0 |
|  |  | M2/M4 Ultra Tonometer Mount | 1684 | Marco | 2407, 2408 | 2 | 0 | 0 |
|  |  | Applanation Tonometer for G2/G4 Slit Lamp (870 Type) | 1185 | Marco | 2407, 2408 | 2 | 0 | 0 |
|  | Black | RT-700 Black Illuminated Refractor with Minus Cylinders | RT-700 | Marco | 2407, 2408 | 2 | 0 | 0 |
|  |  | Provue LCD Acuity Device, Includes Remote Control and Wall Mount | 6085 | Marco | 2407, 2408 | 2 |  |  |
|  | Black | Pneumatic Stool With Back | 2157 | Marco | 2407, 2408 | 2 | 0 | 0 |
|  |  | Chair Mover, For Chair with Rectangualr Back up to 22 1/2 Inces Wide | ZZMOI | Marco |  | 1 | 0 | 0 |
|  | Limestone | Wheelchair Accessible Viewing Mirror | ZZWAVM | Marco | 2407, 2408 | 2 | 0 | 0 |
|  |  | Keeler Wireless All Pupil II LED Convertible Indirect w/Slimline Charging Station | KEAPDLWSFG | Keeler | 2407, 2408 | 2 | 0 | 0 |
|  |  | Volk 20D Large Aspheric Lens, Clear (50mm) | V020LGC | Volk | 2407, 2408 | 2 | 0 | 0 |
|  |  | Volk 78D Small Aspheric Lens, Clear (31mm) | V078SMC | Volk | 2407, 2408 | 2 | 0 | 0 |
|  |  | Volk 90D Small Aspheric Lens, Clear (21.5 mm) | VO90SMC | Volk | 2407, 2408 | 2 | 0 | 0 |
|  |  | Full Diameter Trial Lens set with Plus and Minus Cylinders in Case | FDTLSPMFG | Lombart | 2407, 2408 | 2 | 0 | 0 |
|  |  | Metal Trial Frame | LOMTF | Lombart | 2407, 2408 | 2 | 0 | 0 |
|  |  | Welch Allyn 11720 3.5v Halogen Coaxial Ophthalmoscope | 11720 | Welch Allyn | 2407, 2408 | 2 | 0 | 0 |
|  |  | Welch Allyn 18245 Elite Streak Retinoscope | 18245 | Welch Allyn | 2407, 2408 | 2 | 0 | 0 |
|  |  | Welch Allyn 41100 3.5v Halogen Finnoff Transilluminator | 41100 | Welch Allyn | 2407, 2408 | 2 | 0 | 0 |
|  |  | Welch Allyn 71670 3.5v NiCad Well Handle | 71670 | Welch Allyn |  | 12 | 0 | 0 |
|  |  | Marco 101 Lensmeter | MA101 | Marco |  | 1 | 0 | 0 |
|  |  | Lombart Standard Trimline 6 Drawer desk Bottom with Pop-Up Trial Lends Drawer, Right Handed | 300PSR | Lombart | 2407,2408 | 2 | 0 | 0 |
|  |  | Room Lighting Control Remote and Switch |  | Misc Part | 2407,2408 | 2 | 0 | 0 |
|  | Gray | Exam Lane Patient Family Guest Chairs | LLR68551 | Lorell | 2407, 2408 | 4 | 0 | 0 |
|  | Gray | Optical Dispensing Chair | LLR60535 | Lorrel | 2407,2408 | 1 | 0 | 0 |
|  |  | STRATA QSHIP 45 Frame Display with storage LED Lights | QSFD45FDSA | STRATA | 2400 | 2 | 0 | 0 |
|  |  | MODA QSHIP wall hung mirror 16 “ x 52” | QSWHMUML | MODA | 2400 | 4 | 0 | 0 |
|  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Freight Charge** | |  |  | |  | |
| **Disposal/ Dumpster Cost** | |  |  | |  | |
|  | | |  | |  | |  |
| TOTAL LUMP | | | SUM | | PRICE | | 0 |
|  | | |  | |  | |  |

**LUMP SUM PRICE:**

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                      (Written Value)                                                                                                                  (Dollar Amount)

**BID GUARANTEE PERIOD:**

I agree to hold this bid open for a period of **90 days** after the bid opening.  If this bid is accepted I agree to execute a Contract and/or a Purchase Order with the Mille Lacs Band of Ojibwe along with furnishing all required bonding (if required) and insurances.

**ATTACHMENTS REQUIRED:  Failure to provide any of these attachments will result in bid disqualification.**

* MLB BID FORM (MUST BE SIGNED)

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FIRM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Payment:

Purchase Order (PO) will be issued for the purchase.

**HEALTH AND HUMAN SERVICES/PROJECT MANAGEMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.**

Bidding notes:

1. Submit proposal in lump sum (supply and install), not to exceed amount
2. All Contractors must provide the following along with their bid submittal:
   1. Completed and signed MLB Bid Form

**All proposals MUST be mailed and labeled as follows:**

**Mille Lacs Band of Ojibwe**

**Commissioner of Health and Human Services**

**Sealed bid: HHS Clinic Equipment**

**P.O. Box 509**

**Onamia, MN 56359**

\*\*Please note that the bids must be submitted via mail to the P.O. Box. FedEx and UPS will not deliver to a P.O. Box and the Onamia post office will not accept hand delivered items. Please plan accordingly to ensure the timely receipt of your bid submittal. **\*\***

**\*\*The Band reserves the right to reject any bid that it is unable to collect at the Onamia post office by the bid deadline date and time, provided that the Band has made diligent and reasonable efforts to collect the bid. The Band reserves this right even in the event that the bid has been postmarked before the deadline.**

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

**Licensing:**

Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Elizabeth Thornbloom at (320) 532-8274 or via email at [EThornbloom@grcasinos.com](mailto:EThornbloom@grcasinos.com) with questions regarding licensing and for the license application.